

Montana Commission on Community Service
2011 GRANT REVIEW TIMELINE

Finalized Sept. 2010

Competitive			
September		Who	What
1st Week	31-Aug	CNCS	Notice of Funding Opportunities from CNCS are posted
2nd Week			Staff Consults with the Department of Administration on the RFP process
3rd Week	24-Sep	OCS Staff	Post NOFA and Application Instructions to Website
4th Week			Email NOFA and Application Instructions to Interested Persons List
October			
1st Week	4-Oct	Full Commission	Commission Meeting (in person)- Training and State Service Plan
	5-Oct	G.R. Workgroup	Training on Grant Review Process after Commission Meeting
			Discuss and Ensure there are no Conflicts of Interest
2nd Week	13-Oct	Applicant	Letter of Intent (all Applicants) and Financial Readiness Survey (new Applicants only) due
		OCS Staff	Review Letters of Intent and Readiness Surveys & staff makes recommendations to move forward
3rd Week	20-Oct	OCS/Applicants	Technical Assistance Call for all Applicants
4th Week			
November			
1st Week	3-Nov	Applicant	Applications due in eGrants
2nd Week	8-Nov	G.R. Workgroup	Receive and review all Applications
3rd Week			
4th Week			
December			
1st Week	30-Nov	OCS/GRWG/App	In-person Interviews of selected Applicants
	1-Dec	OCS Staff	Provides Feedback on Apps & Program Compliance, Recruitment/Retention, & Meeting CNCS Performance Criteria
	1-Dec	G.R. Workgroup	Grant Review makes Recommendations, Commissioners Provide Ranking using the Ranking Process
	3-Dec	OCS	Grant Review Committee's Recommendations sent to all Commissioners
2nd Week	10-Dec	Full Commission	Commission Meeting (video conference) to vote on G.R. Committee Funding Recommendations
3rd Week	15-Dec	OCS	Applicants Notified of Funding Recommendations and Given Technical Feedback
4th Week			
January			
1st Week			
2nd Week	12-Jan	Applicant	Revised Application due in eGrants
3rd Week			
4th Week	25-Jan	OCS	Staff Submits State Competitive Applications to CNCS

G.R. Workgroup= Grant Review Workgroup
GRWG=Grant Review Workgroup
OCS= Governor's Office of Community Service
App= Applicants

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February		Who	What
3rd Week	16-Feb	OCS/Commission	ServeSymposium
	17-Feb	Full Commission	Commission Meeting (in person)- ServeMT Awards, Strategic Planning
		G.R. Workgroup	Training on Grant Review Process after Commission Meeting
4th Week	21-Feb	OCS Staff	Discuss and Ensure there are no Conflicts of Interest
			Post NOFA and Application Instructions to Website
			Email NOFA and Application Instructions to Interested Person's List
March			
1st Week	2-Mar	OCS Staff	AmeriCorps 101 Training for Brand New Applicants to National Service
2nd Week			
3rd Week	16-Mar	Applicant	Letter of Intent (all Applicants) and Financial Readiness Survey (New Applicants only) due
		OCS Staff	Review Letters of Intent and Readiness Surveys & Makes recommendation to move forward
4th Week	23-Mar	OCS/Applicants	Technical Assistance Call for all Applicants
April			
1st Week			
2nd Week			
3rd Week			
4th Week	27-Apr	Applicant	Applications due in eGrants
May			
1st Week	2-May	CNCS	Notifies about Competitive Grant Status Funding
		G.R. Workgroup	Receive and Review all Applications
2nd Week			
3rd Week			
4th Week	25-May	OCS/GRWG/App	In-person Interviews of Selected Applicants
	26-May	OCS Staff	Provides Feedback on Apps & Program Compliance, Recruitment/Retention, & Meeting CNCS Performance Criteria
	26-May	G.R. Workgroup	Grant Review makes Recommendations, Commissioners Provide Ranking using the Ranking Process
			Decide to recommend any unfunded Competitive applications to formula
	27-May	OCS	Grant Review Committee's Recommendations sent to all Commissioners
June			
1st Week	3-Jun	Full Commission	Commission Meeting (video conference) to vote on G.R. Committee Funding Recommendations
2nd Week	7-Jun	OCS	Applicants Notified of Funding Recommendations and Given Technical Feedback
3rd Week	15-Jun	Applicant	Revised Application due in eGrants
4th Week			
March			
1st Week	6-Jul	OCS	Staff Submits State Formula Applications to CNCS
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